

**CA-PMM****Project Name:** Examination and Certification Replacement Project**OCIO Project #:** 1880-15**Department:** State Personnel Board**Reporting Period:** From: To:**Team Member to Project  
Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
<b>Accomplished this week</b>			
<b>Planned/Scheduled Completion in Next Two Weeks</b>			
<b>Status Summary</b>	<b>Yes/No</b>	<b>Explanation</b>	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

**Status of Assigned Issues**

Issue Number	Description	Due Date	Status
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**CA-PMM****Project Name:** Examination and Certification Replacement Project**OCIO Project #:** 1880-15**Department:** State Personnel Board**Reporting Period:** From: 7/1/09 To: 9/30/09**Project Manager to Sponsor****Current Status Report**

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	Excessive workload for SPB resources	The rollout of the examination functionality to	Work closely with the vendor to resolve system
2. Were any key milestones or deliverables rescheduled?	Yes	Excessive workload for SPB resources	The rollout of the examination functionality to	Work closely with the vendor to resolve system
3. Was work done that was not planned?	No	N/A	N/A	N/A
4. Were there any changes to scope?	No	N/A	N/A	N/A
5. Were tasks added that were not originally estimated?	No	N/A	N/A	N/A
6. Were any tasks or milestones removed?	No	N/A	N/A	N/A
7. Were any scheduled tasks not started?	Yes	Excessive workload for SPB resources	Training and rollout of the examination functionality to	N/A
8. Are there any new major issues?	Yes	The system performance is slow.	Rollout of examination functionality is delayed until	Work closely with the vendor to resolve system
9. Are there any staffing problems?	No	N/A	N/A	N/A

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Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	If performance issues are not resolved in the next two weeks, the rollout of the	Work diligently with the vendor to resolve the issue ASAP.
2. Do any key milestones or deliverables need to be rescheduled?	No	N/A	N/A
3. Is there any unplanned work that needs to be done?	No	N/A	N/A
4. Are there any expected or recommended changes to scope?	No	N/A	N/A
5. Are there any tasks not originally estimated that will need to be added?	No	N/A	N/A
6. Are there any tasks or milestones that should be removed from the plan?	No	N/A	N/A
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	If performance issues are not resolved in the next two weeks, the rollout of the	Work diligently with the vendor to resolve the issue ASAP.
8. Are any major new issues foreseeable?	No	N/A	N/A
9. Are any staffing problems anticipated?	No	N/A	N/A

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## Project Manager to Sponsor

### Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

Completed certification, bulletin posting and departmental system administrator training for all State departments. Completed the data conversion and production environment setup. Completed the integration testing. Rolled out the certification, bulletin creation and posting functionality to all State departments. Rolled out the SPB online exams. The only remaining tasks are training the department on the examination functionality and rolling out the examination functionality to the departments.

### Project Milestones:

*List key milestones and their dates from the project schedule.*

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Complete user acceptance testing	8/14/09	9/20/09	Done	Excessive product errors and changes in some	9/20/09
Complete certification training of all departments	9/10/09	9/17/09	Done	Some departments could not attend the scheduled	9/25/09
System Acceptance and Rollout	9/1/08	12/31/09	Delayed	System performance issues may impact the rollout of	

### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		x		Based on last SPR, rollout of examination functionality to all departments may be delayed by upto two months.
Milestones		x		Based on last SPR, rollout of examination functionality to all departments may be delayed by upto two months.
Deliverables	x			Based on last SPR.
Resources	x			Based on last SPR.
OneTime Cost	x			Based on last SPR.
Continuing Cost	x			Based on last SPR.

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## Sponsor to Executive Committee

### Summary Milestones and Highlights

<b>Project Milestones:</b> <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
<b>Milestone</b>	<b>Target Date</b>	<b>Forecast Date</b>	<b>Status</b>	<b>If Delayed, Impact to Implementation Date</b>	<b>Date Completed</b>
Complete User Acceptance testing.	8/14/09	9/20/09	Done	No impact on the implementation date.	9/20/09
Complete certification training of all State departments.	9/10/09	9/17/09	Done	Some departments could not attend the	9/17/09
System Acceptance and Rollout	12/31/09	2/28/10	Delayed	System performance issues may impact the	

<b>Variances</b> Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance". <i>* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis</i>				
	<b>On Plan &lt;5%</b>	<b>Caution 5-10%</b>	<b>Significant Variance &gt;10%</b>	<b>Action Required</b>
Schedule		x		Based on last SPR, the rollout of examination functionality to all State agencies may be delayed by up to two months.
Milestones		x		Based on last SPR, the rollout of examination functionality to all State agencies may be delayed by up to two months.
Deliverables	x			Based on last SPR.
Resources	x			Based on last SPR.
One Time Cost	x			Based on last SPR.
Continuing Cost	x			Based on last SPR.

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### Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	1 Yellow	SPB business users are accustomed to using a custom developed application that has
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0 Green	It is a web-based application built in MS Windows and MS SQL Server environment which is a
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	1 Yellow	The project has been implemented. The rollout of the examination functionality to
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0 Green	The evaluation is based on last SPR.
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	1 Yellow	SPB's business processes are very complex. Vendor is inexperienced in deploying large
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	2 Red	Currently users are experiencing timeout errors because of system load and performance. The issue
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	0 Green	
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0	0 Green	The system will be used statewide to support State's examination and certification
	Partial alignment	1		
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	0 Green	The system will be used statewide to support State's examination and certification
	Medium	1		



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	Weak	2	5	Examination and Certification processes.
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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	1	Yellow	JobAps is a small vendor. If any of the key employees leave, it may adversely impact vendor' viability.
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	1	Yellow	Based on last SPR and revised schedule, the project met most of the milestones.
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	2	Red	Based on last SPR and revised schedule, the project met the timeline for most of the
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	0	Green	Based on last SPR.
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	Green	
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	1	Yellow	Vendor and SPB did not have expertise in managing large project. Additionally, resources
	Moderately Effective	1			
	Ineffective	2			
<b>Total</b>			<b>10</b>	<b>Y</b>	

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

### Vendor Viability Rating Rationale

JobAps is a small vendor with under 20 employees. Their business focuses on government agencies. Given the current economic conditions and budget issues with most government agencies, it may be difficult to generate additional revenues resulting in hardship. If any of the key employees leave, it may adversely impact the vendor.